

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

January 22, 2009

The Mississippi Department of Information Technology Services Board met in the 4<sup>th</sup> floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, January 22, 2009, at 1:30 P.M.

#### **Members Present:**

Cecil Watkins, Chairman

Thomas A. Wicker, Vice-Chairman

Steve Adamec

Derek Gibbs

#### **Member Not Present:**

John Hairston

#### **Staff Members Present:**

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Deputy Division Director

Claude Johnson, Strategic Services Division Director

Craig Orgeron, Strategic Services Deputy Division Director

Michele Blocker, Internal Services Division Director

Donna Nead Rogers, Special Assistant Attorney General

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Tina O'Neal, ISS Technology Consultant

Bill Roach, WCC Executive Officer

Kevin Gray, Strategic Services Division

Debra Brown, Strategic Services Division

Rhonda Allen, Strategic Services Division

Caren Brister, Strategic Services Division

Others Present:

Scott Cook, AT&T

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Agenda Item No. 1: Cecil Watkins called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on December 18, 2008.

On motion by Tom Wicker and second by Steve Adamec that the minutes of the December 18, 2008 meeting be approved:

Motion carried; unanimously.

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Unscheduled Agenda Item: On motion by Steve Adamec and second by Derek Gibbs that the following policy be approved for additional review of technology initiatives by the ITS Board:

For projects with an estimated lifecycle cost above the Director Approval threshold, the procuring agency must receive ITS Board approval of the technology and approach, prior to conducting a procurement.

Documentation to be prepared by the procuring agency for presentation to the Board should include: complete lifecycle costs, direct and indirect; appropriate quantified analyses of anticipated financial return and benefits from the implementation of the technology, such as return on investment and cost/benefit assessment; and narrative describing the rationale for the technology and anticipated benefits from its implementation that are not financial in nature.

Documentation to be prepared by ITS for presentation to the Board should include identification of any equipment, software, staff, or services included in the acquisition that represent a redundant cost to the State, based on ITS enterprise infrastructure, along with the estimated lifecycle cost of such redundancy.

Upon approval of the technology direction by the Board and completion of the relevant procurement process, the procuring agency, in conjunction with ITS, will present the recommendation on award of contract to the ITS Board for approval, along with updates to the original analyses based on actual contract costs and any other additional information available to ITS and the procuring agency.

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 2 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

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On motion by Steve Adamec and second by Tom Wicker that the following per diem and expenses be approved:

Steve Adamec - per diem and expenses for 2 days;

Board Meeting, January 22, 2009, and

Work with ITS Staff prior to Board Meeting, January 21, 2009.

Derek Gibbs - per diem and expenses for 1 day;

Board Meeting, January 22, 2009.

Cecil Watkins - per diem and expenses for 1 day;

Board Meeting, January 22, 2009.

Thomas A. Wicker - per diem and expenses for 1 day;

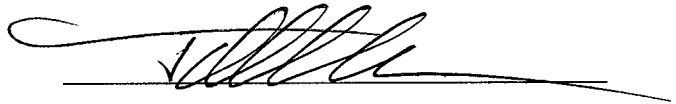
Board Meeting, January 22, 2009.

Motion carried; unanimously.

There being no further business, the meeting was adjourned.

A handwritten signature in cursive script, reading "Cecil Watkins", written over a horizontal line.

Cecil Watkins, Chairman

A handwritten signature in cursive script, reading "Tom Wicker", written over a horizontal line.

Tom Wicker, Vice-Chairman